

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Health Protection Manager

Regulatory Services, Resources Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



**West
Northamptonshire
Council**

Purpose and impact:

To provide operational leadership to the management of the Council's Health Protection team, in relation to the delivery of food safety and health and safety programmes for the West Northants area, providing line management to staff working in this area ensuring that they deliver an efficient and effective services. To support the delivery of the Council's statutory duties and the achievement of its policy objectives.

Accountable to:

This role is accountable to the Head of Health Protection and Regulatory Support. The role sits within Regulatory Services, part of the Resources Directorate in West Northamptonshire Council. The role has line management responsibility for staff delivering health protection functions.

Responsibilities:

1. Effective leadership, motivation, and development of the health protection team to provide high quality, customer focused services which promote the health and wellbeing of the community in West Northamptonshire.
2. Manage the performance of the team and team members to ensure that work is allocated and undertaken within agreed timescales, targets, and quality standards.
3. Being one of the subject matter experts in health protection. Providing appropriate guidance, reports, and information on all related issues to team members, Service Lead, Assistant Director in a timely and professional manner. Decision making in respect to the determination of the most appropriate course of statutory action in accordance with the Council's Enforcement Policy.
4. Effective management of individual and team performance to ensure that strategic and operational objectives and priorities are met.
5. Support the Head of Health Protection and Regulatory Support in the development of service plans, policies, and procedures to ensure that health protection services are continually improved.
6. Support the Head of Health Protection and Regulatory Support in the monitoring and management of budgets for the health protection team ensuring that spending is within budget and that income is appropriately tracked.
7. Day to day management of contracts for the delivery of appropriate services, in particular, the provision of sampling and analysis services.
8. Work with the Head of Health Protection and Regulatory Support and other team leaders in the formulation and development of procedures in respect of Health Protection functions.
9. Deputise for the Head of Health Protection and Regulatory Support when required.
10. Represent the Council on appropriate local, and regional groups, forums and meetings with external agencies, other local authorities, statutory bodies, Central Government, community, and voluntary sector organisations and to be proactive in promoting the Council's priorities.
11. To support the ongoing training and development of team members and wider awareness raising in relation to health protection, providing training and presentations to staff across the team, within Regulatory Service, elected Members, and other internal / external groups where appropriate.

12. Carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post.
13. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
14. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
15. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Excellent leadership, negotiation and influencing skills. This must include the ability to develop, support, empower and motivate a team to achieve goals.	E	D / I
Excellent verbal and non-verbal communication skills to lead, motivate and challenge others to achieve service objectives and build effective relationships (internal and external)	E	D / I
Public speaking and presentation skills	E	D / I
Ability to prioritise work to meet multiple tight and conflicting deadlines and work independently, making full and effective use of delegation.	E	D / I
Ability to develop programmes of work and procedures, including those involving external partners.	E	D / I
Political sensitivity and a demonstrable ability to recognise, influence, and manage the communications consequences of sensitive issues.	E	D / I
Proactive and innovative approach to problem solving and decision making.	E	D / I
Ability to develop and maintain good working relationships with a wide range of customers, stakeholders and partners and develop a positive personal and organisational profile and build relationships to a very high level.	E	D / I
Good personal IT user skills including standard office software and a clear understanding of the potential of IT to deliver better service outcomes.	E	D / I
Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	E	D / I
Ability to work in a way that promotes the safety and well-being of children and young people and vulnerable adults	E	D / I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A/T/I

Knowledge:	Essential / Desirable	Measured by
Knowledge and understanding of criminal and civil law procedures and case law applicable to health protection	E	D / I
Knowledge of all aspects of health and safety and the ability to carry out risk assessments and implement any corrective measures.	E	D / I
Evidence of continual professional development	E	D / I
Knowledge of recognised project management approaches	D	D / I

Relevant experience:	Essential / Desirable	Measured by
Proven experience of delivering a range of health protection functions	E	D / I

Proven experience of the delivery of enforcement functions in a local authority environment	E	D / I
Experience of leadership, management, and development of high performing teams	E	D / I
Experience of managing budgets	D	D / I

Education, training and work qualifications:	Essential / Desirable	Measured by
A recognised professional qualification in environmental health	E	D
A certificate of registration of issued by the Environmental Health Officers Registration Board to practice as an Environmental Health Officer/ Practitioner	D	D
Professional Competence in Food Safety and Health and Safety	E	D
A recognised management qualification at level 3 or above	D	D
Full licence which confers the right to drive in the UK	E	D
A post graduate qualification in a subject relevant to the role	D	D
Evidence of maintenance of professional competence	E	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	Northampton
Job family band:	RT09	Worker type:	Part-flexible
Salary range:	£49,587 - £52,860	Budget responsibility:	c. £826,000*
People management responsibility:	Line manager to c. eight officers		

Working conditions & how we work:

* This role will collaborate with another Health Protection Manager.

The role has been identified as a part-flexible worker type, this means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”

Should you require this document in another format or language, please contact: Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

